

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Coordinator (Emergency Mgmt Program) #179808 **ANNOUNCEMENT NO.** 125-2015

SALARY: AS-618 / Minimum \$38,813 / Maximum \$81,662 annually

LOCATION: LANG-J-3, Camp Beauregard, Pineville, La. or Jackson Barracks, New Orleans, La.

OPEN: 16 October 2015

CLOSE: 30 October 2015

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Strong background in Incident Management. Understanding of the National Response Framework. Completion of or the ability to complete the following courses: IS-700.a, National Incident Management System (NIMS) An Introduction, IS-800.b, ICS for Single Resources and Initial Action Incidents, ICS 30 and ICS 400. Ability to travel throughout the State IOT assess installations and units emergency readiness. Must possess strong communication and organizational skills and be able to operate independently with little or no supervision.

b. **GENERAL:** Must have a valid Louisiana Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. **POSITION DESCRIPTION:** Implementation, synchronization, integration, and sustainment of an EM program at the state/territory/district level JFHQ and subordinate LAARNG installations/facilities within designated JFHQ AOR. Assist to develop and maintain state/territory/district JFHQ, all hazard/all threat emergency response plans. Coordinate with local, state, tribal, federal agency emergency managers to ensure EM plans are mutually supporting and properly integrated. Assist in the organization of command and staff relationships with regards to EM. Assist in the

establishment of a functional state/territory/district/regional Emergency Management Working Group (EMWG). Shall be the representative to the EMWG, when requested and be responsible for their respective state/territory/district. Assist in all emergency planning, coordination and integration within a state/territory/district or assigned region. Assist in the development and dissemination of EM plans, supplemental guidance, and mandatory standards for protecting LAARNG installations/facilities, activities and operations related to, preparing for, mitigating the potential effects of, preventing, responding to, and recovering from all multi-agency and/or multi-jurisdictional emergencies on or impacting LAARNG installations and facilities. Provide supplemental policy and planning guidance to subordinate installations/facilities within state/territory/district or region to assist in establishing an all-hazards risk management program. Assist subordinate installations/facilities to develop risk and vulnerability assessments as it relates to specific hazards within respective state/territory/district or assigned region. Ensure senior commander's/TAG are aware of their specific responsibilities related to Emergency Management, IAW AR 525-27, and DA PAM 525-27 and DA and ARNG EM policy and guidance. Assist state/territory/district and subordinate installations and facilities to establish a training program for all hazards emergency management and response to comply with LAARNG policy/guidance. Ensure installation emergency response teams and personnel training is occurring across state/territory/district spectrum. Assist state/territory/district or region, subordinate installations and facilities, establish a community awareness program (Ready Guard/Army), to ensure Soldiers, family members, civilians and communities are provided guidance on individual and family emergency preparedness. Assist in developing a data call process within state/territory/district to identify EM supporting requirements to include training and exercise support and sustainment of specialized CBRNE/AEFRP (if issued) equipment. Review state/territory/district EM assessments, conduct assistance visits to subordinate installations and assist with corrective actions identified during assessment. Periodically assess installation emergency response capabilities throughout state/territory/district. Assist in the preparation and maintenance of contingency plans for the mediation, mitigation, alert, and response, recovery, of all hazards / threats or events. Assist with coordination between federal, state, local, tribal, and Military law enforcement, emergency managers/officials to develop, update, and support the state/territory/district EM program. Assist with the development and coordination of Memorandum of Agreements/Memorandum of Understanding between federal, state, local, tribal law enforcement and emergency services to support ARNG installations/facilities. Assist with the development and coordination of conducting, publishing and dissemination of annual state/territory/district/region specific EM exercises/assessments and assist subordinate elements in conducting localized EM exercises/assessments. Ensure state/territory/district/region complies with EM training requirements set forth by DA and ARNG, consolidate and provide training updates for all LAARNG personnel, civilians and family members. Ensure EM training is incorporated into unit training plans and pre-mobilization training and exercises. Ensure that community awareness is integrated and synchronize into emergency planning, preparation, and training. Establish working relationship with state/territory/district Family Readiness Group (FRGs) to assist in implementing the Ready Guard/Army program to assist Soldiers and families with emergency preparedness. Assist in conducting quarterly EM reporting requirements for subordinate installations, facilities and sites. Assist in conducting annual EM program reviews and evaluations of subordinate EM programs. Assist in EM resource management and ensure EM funding requirements are identified prior to and during the Program Objective Memorandum (POM) cycle. Manage/assist, as applicable, state/territory/district Installation Status Report service 604 entries to ensure the state/territory/district properly identifies levels of readiness. Assist in the maintenance of State EM program products on the ARNG GKO portal. Provide subject matter expertise to state/territory/district ARNG Commanders and members of EMWG/Protection Working Group. Completes SHARP, Ethics and Sexual Harassment Training as required. Fully supports SHARP, adheres to Code of Ethics and fosters a Sexual Harassment free environment. Completion of SHARPS training, ethics training, suicide prevention and all other directed training and fosters sexual harassment free environment. Perform other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/join-us/state-technician-vacancies>** Application(s) must be submitted to the following Human Resources Employee Assistance Officer:

SFC (Ret) Theresa Walker / Mrs. Kimberly Clay
LMD-HR, Pineville, La. & Minden, La.
E-mail: kimberly.s.clay.nfg@mail.mil / Theresa.j.walker2.nfg@mail.mil
Office: (318) 641-5393 / (318) 641-5392 / Fax: (318) 290-5060

OR

Ms. Stephanie Decquir
LMD-HR, New Orleans, La. (LANG-JB)
E-mail: stephanie.a.decquir.nfg@mail.mil
Office: (504) 278-8547 / Fax: (504) 278-8020